

NEW ORLEANS FIRE DEPARTMENT
TEMPORARY MEMBRANE STRUCTURE, TENT, AND
CANOPY PERMIT APPLICATION

Please select type of location where tent(s) will be erected:

☐ *Commercial Location* ☐ *1 or 2 Family Dwelling Location* ☐ *Other Location* _____

- An area exceeding 120 square feet requires a permit from Fire Prevention.
- A Certificate of Flame Resistance is required with **all applications**.
- Any tent exceeding 1,200 square feet and all tents located in the inner fire limits, require a Tent Permit from the Fire Department and a Building Permit from the Department of Safety & Permits.
- **All tents** with less than 12 feet clearance between tents, will be considered as a **single tent**.
- Tent permit fee is based on attached, **Square Footage Fee Schedule per tent**, not to exceed one hundred eighty (180) days. All waivers of any fees and charges shall only be made by the Chief Administrative Officer or his/her designee in writing. Such written exception or waiver shall be made available to the Fire Official prior to the processing of any permits, licenses, or permission of activity required by this code whereby such fee or charge would apply.

In order to obtain a permit, the following information must be provided:

1. A Certificate of Flame Resistance/Retardant for tent fabric is attached: Yes ☐ No ☐
2. A plot plan or layout of the location showing the tents and their distances to the nearest buildings, structures, and property line is attached. Yes ☐ No ☐
(If seating will be provided, show seating/chair arrangement.)
3. Municipal address of property: _____
4. Property Owner:
Name: _____ Phone No.: _____
Address: _____
5. Tent Owner:
Name: _____ Phone No.: _____
Address: _____
6. Person/Organization Renting Tent:
Name: _____ Phone No.: _____
Address: _____
7. Size of tent: _____ X _____
8. Pole: _____ Self-Supporting: _____
9. Use of tent: _____
(For large events/festivals please include tent number and/or name of vendors)

10. Dates of operation: From: _____ To: _____

11. Hours of operation: From: _____ To: _____

12. Number of fire extinguishers under the tent: _____

- A minimum 2A:10BC portable fire extinguisher shall be provided in all tents.

See chart below for number of extinguishers required based on square footage:

0 to 499 sq ft = 1	3001 to 5000 sq ft = 4
500 to 1000 sq ft = 2	5001 to 7000 sq ft = 5
1001 to 3000 sq ft = 3	7001 to 9000 sq ft = 6

13. Will there be any combustibles or flammable liquids under the tent? Yes ☐ No ☐

14. Will the tent be heated? Yes ☐ No ☐

15. Number of persons under tent: _____

If the tent is used as an assembly (more than 49 persons):

1. A public address system must be provided.
2. If used after sundown, exit and emergency lighting must be provided.
3. If assembly capacity is more than 1,000 people, an N.O.F.D. fire watch must be provided.

16. Will there be any cooking at the event? Yes ☐ No ☐

If “yes”, an N.O.F.D. firewatch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.

(The plot plan or layout shall indicate where cooking equipment will be located.)

17. Will the sides of the tent be used? Yes ☐ No ☐

If “yes”, all exits must be indicated on the plot plan.

Excerpts From Ordinance 22958 MCS (International Fire Code 2006 edition):

- Any cooking operation, within any temporary membrane structure, tent, tarp, or canopy, that produces smoke or grease laden vapors and is not protected by an exhaust hood with an approved fire suppression system shall necessitate the employment of one or more N.O.F.D. firewatch personnel. **(2404.15.1 or 308.7)**
- Smoking shall not be permitted in tents, canopies, tarps, or membrane structures.
- Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310. **(2404.6 or 310)**

Applicant shall comply with all provisions of Ordinance 22958 MCS (International Fire Code 2006 edition as amended) specifically, Chapter 24 (Tents, Canopies, and other Membrane Structures)

This permit shall be issued upon completion of a site inspection by a Fire Prevention Inspector.

(SIGNATURE)

FEE SCHEDULE

MORE THAN SQ. FT.	LESS THAN SQ. FT.	INSPECTION FEE
-0-	10,000	50.00
10,000	50,000	75.00
50,000	100,000	100.00
100,000	150,000	125.00
150,000	200,000	150.00
200,000	250,000	175.00
250,000	300,000	200.00
300,000	350,000	225.00
350,000	400,000	250.00
400,000	450,000	275.00
450,000	500,000	300.00
500,000	550,000	325.00
550,000	600,000	350.00
600,000	650,000	375.00
650,000	700,000	400.00
700,000	750,000	425.00
750,000	800,000	450.00
800,000	850,000	475.00
850,000	900,000	500.00
900,000	950,000	525.00
950,000	1,000,000	550.00
1,000,000	1,050,000	575.00
1,050,000	1,100,000	600.00
1,100,000	1,150,000	625.00
1,150,000	1,200,000	650.00

For any area in excess of 1,200,000 feet, add \$25.00 for each additional 50,000 square feet, of any part thereof, as per schedule.

**22958 M.C.S., SEC.105.8- Any operation which is commenced without a permit for which a permit is required.
Fees and/or charges are tripled.**

**Payment should be rendered in the form of check
or money order only payable to the City of New
Orleans.**